



# JOB DESCRIPTION

## City Management and Elections Internship (Seasonal/Temporary)

<b>Date:</b>	January 14, 2016		
<b>Position Title:</b>	City Management and Elections Internship		
<b>Department/Division:</b>	City Manager/Elections		
<b>Grade:</b>	B	<b>Salary Range:</b>	\$13.81 - \$15.99 (DOQ)
<b>FLSA Status:</b>	Non-exempt		
<b>Position Reports And Is Accountable To:</b>	City Clerk		

### **POSITION OBJECTIVE:**

To assist and support the City Manager's Department with planning and administration of general City management operations, elections, records management, special projects, and research.

### **ESSENTIAL JOB FUNCTIONS:**

#### **City Management (20%):**

1. Assist with special research projects, including design and development of studies, research methodology, enter data, summarize and present results to a variety of audiences, as needed.
2. Attend meetings and training as required, including internal staff meetings, as well as City Council meetings, commission meetings, public hearings, etc.
3. Monitor federal, state, and local legislative activity on matters relating to the City operations.
4. Assist Communications staff in preparing, writing and coordinating promotional information about the City.
5. Assist in budget preparation.
6. Provide research for employees and public officials upon request; and analyze data and prepare reports, if needed.
7. Assist with other duties as assigned.

#### **Elections (60%):**

Assist City Clerk with elections working in conjunction with the Anoka County Elections Division, which may include, but not limited to:

1. Attend elections training as required by state law to help in the administration of election services for the City.
2. Answer general inquiries from the public about voting locations, voter registration, absentee voting and information about elected officials.

### **Elections (60%) (continued)**

3. Assist voters with in-person absentee voting and serve as a member of the Absentee Ballot Board.
4. Assist with election equipment testing with the Anoka County prepared test decks to ensure accuracy of equipment.
5. Assist with public accuracy tests and conduct head judge training prior to each election.
6. Assist with preparation of election supplies and equipment for precincts.
7. Assist with delivery and pick-up of election equipment and supplies.
8. Assist head judges at precincts on Election Day from opening to closing.
9. Assist with the return of election supplies and equipment on election night.

### **Records Management and Imaging (20%):**

Assist with City's comprehensive records management program called Laserfiche Document Imaging

1. Scan and/or import official records into Laserfiche
2. Work with IT for technical assistance and administration of security issues in Laserfiche.

### **Records Management:**

1. Receive, categorize and determine destruction/storage dates for inactive files.
2. Assist with the preparation, maintenance, filing and publication of official records, documents, resolutions, and ordinances.
3. Provide research for employees and public officials upon request; and analyze data and prepare reports, if needed.

### **JOB KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of basic business, governmental, elections principals, practices and terminology.
2. Knowledge of standard office practices, procedures and equipment.
3. Highly proficient in Microsoft Office and Adobe Professional with the ability to create, format, or reformat documents, forms, calendars, reports, signs, etc.
4. Ability to perform basic math functions accurately.
5. Ability to be organized, work under pressure with frequent interruptions, prioritize work assignments, and comply with multiple deadlines.
6. Strong ability to research, analyze, provide options, and resolve complicated problems.

**JOB KNOWLEDGE, SKILLS AND ABILITIES (continued):**

7. Ability to establish and maintain effective working relationships and deal tactfully with internal and external customers, co-workers, and partnering agencies, etc.
8. Ability to perform research; gather, enter, proof and edit data and general information; prepare summaries, charts and graphs; write correspondence and reports.
9. Ability to make presentations and provide information to a variety of audiences.

**MINIMUM QUALIFICATIONS:**

1. Recent graduate or currently enrolled as a senior or junior in an accredited college or university, with coursework emphasis in public administration, business administration, government affairs or related field.
2. Good academic record.
3. Applicant must possess excellent organizational, oral communication and business writing skills, research capabilities and a project management background.
4. Possess a valid Minnesota driver's license, with no restrictions, along with providing reliable transportation and operating a personal vehicle to commute and transport items between City facilities. Must maintain a good driving record.
5. Final candidate must satisfactorily complete a thorough criminal background check, reference check process and drug/alcohol tests.

**DESIRED QUALIFICATIONS:**

1. Graduate degree in public administration, government affairs, business management or related field; or previous experience in local government as a city clerk, deputy city clerk or similar position with similar duties.
2. Experience in or with elections and the Statewide Voter Registration System (SVRS) absentee ballot module.
3. Proficient in MODUS Elections Software System.
4. Proficient in Laserfiche with an understanding of records management and organization.

**NOTICE:**

The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation. If you are disabled and need additional assistance in completing this application or you need assistance with the testing process, please call (763) 572-3507. The City's TDD number is (763) 572-3534.

**WORK ENVIRONMENT:**

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of a City Management and Elections Intern. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

**COMPENSATION AND BENEFITS:**

This is a temporary part-time position, which begins approximately March 1, 2016 through November 30, 2016. The hours will fluctuate between 20 and 40 hours per week as needed between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. This position may require attendance after-hours after the normal business hours, which may include evenings and weekends, particularly during elections. Hourly wage is \$13.81 to \$15.99 per hour, depending on qualifications. Partial benefits include: workers' compensation insurance and employer's share of payments to Social Security, and Medicare.

**APPLICATION PROCEDURE:**

Complete and submit a City of Fridley application along with a cover letter, resume and a recent copy of an academic transcript. For application materials visit our website at [www.fridleymn.gov](http://www.fridleymn.gov) or contact the City of Fridley, 6431 University Avenue N.E., Fridley, MN 55432, (763) 572-3504. Applications must be received by 4:00 p.m., Friday, February 5, 2016.

**January 2016**

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, participation in local commission, or status with regard to public assistance.

# Fridley Job Activity Requirements

## Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

**Job Title:** City Management/Elections Intern  
**Department/Division:** City Manager/City Clerks Division  
**Brief Description of the Job Performed:** To assist and support the City Manager's Department with planning and administration of elections, records management, special projects, and research.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics			X		Works with Others			X		Sitting			X	
Reading			X		Works Alone			X		Standing			X	
Writing			X		Customer Contact			X		Walking			X	
Reasoning			X		Shift Work					Running				
Problem Solving			X		Extended Day		X			Lifting			X	
Attentiveness				X	Extreme Hot					Pushing/Pulling		X		
Work Supervision					Extreme Cold					Carrying			X	
Guidance Available				X	Extreme Noise					Bending at Waist			X	
Autonomy		X			Confined Area					Climbing (stairs)	X			
Social Interaction			X		High Places					Repetitive hand motion			X	
Supervising Other Employees					Work Indoors				X	Twisting upper Body		X		
					Work Outdoors					Reaching			X	
					Mechanical Hazards					Kneeling		X		
					Electrical Hazards					Driving	X			
					Explosive Material					Crouching		X		
					Chemicals (OSHA Def).					Crawling	X			
					Fumes					Use arm muscles over extended periods		X		
					Gases					Use leg muscles over extended periods	X			
					Other					Over shoulder height work	X			
										Stationary desk or bench work with neck bent forward			X	
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment				X

### Demand Codes:

Blank = Not Applicable or Not Present  
V = Very Infrequent, 1 to 2 times a week  
O = Occasional, up to 1/3 of time  
F = Frequent, 1/3 to 2/3 of time  
C = Constant, more than 2/3 of time

The number to times the following weights are *lifted*.

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	1	Boxes of records, election equipment (overhead, chest & knee level)	Floor - chest high cabinet
11 - 24	1	Boxes of records, election equipment (overhead, chest & knee level)	
25 - 34	1	Boxes of records, election equipment (overhead, chest & knee level)	
35 - 50	1	Boxes of records, election equipment (overhead, chest & knee level)	
51 - 74			
75 - 100			
100 - 150			

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	1	Paper, office supplies, notebooks	0 to 50 feet
11 - 24	1	Record boxes, election equipment	0 to 50 feet
25 - 34	1	Record boxes	0 to 50 feet
35 - 50			
51 - 74			
75 - 100			
100 - 150			

Job activity requirement revised as of 01-14-2016.